



County of Door
Human Resources
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
(920) 746-2305
khendee@co.door.wi.us

Library Page

The Door County Library seeks individual year-round at the Sturgeon Bay branch. 11 hours per week. Includes evening and Saturdays. Flexibility, customer service skills and attention to detail is preferred.

Starting wage \$11.70.

Submit completed County application by 4:30 p.m., July 7, 2015 to Door County Human Resources, 421 Nebraska St., Sturgeon Bay, WI 54235, 920-746-2305 EOE



DOOR COUNTY APPLICATION FOR EMPLOYMENT

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

Deadline date: July 7, 2015 – 4:30 p.m.

MAIL APPLICATION MATERIALS TO:

Door County Human Resources Dept

421 Nebraska Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2305

Fax: (920) 746-2538

e-mail: hr@co.door.wi.us

Door County reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination and drug testing may be required.

Thank you for your interest in employment with Door County. **Please read the following instructions carefully:**

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, reasonable accommodations may be requested.
- All information must be included on this application. Resumes will not substitute a complete application. Any incomplete or illegible applications will not be considered. **"See Resume"** will not be acceptable.
- If more space is needed, please indicate this on the application form and attach the additional paper to the application. All materials submitted in the application process will be retained by Door County and will not be returned.

PERSONAL INFORMATION

Position Applied For: Page – Sturgeon Bay		Department: Library		Date Available:	
Last Name:		First Name:		Middle Name:	
Street Address:		City:		State:	ZIP:
Home Phone:	Work Phone:	May we contact you at work? Yes No		What Hours?	
E-Mail Address:		Type of Employment Acceptable: (check all that apply) Full-Time Part-Time Seasonal Casual Intern LTE			
Are you at least 18 years of age? (Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)					
Yes No					
Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? (Verification will be required at the time of employment.)					
Yes No					
Are you able to perform all of the duties listed in the position description, with or without reasonable accommodation?					
Yes No					
Have you ever been <u>convicted</u> of a felony? (If the answer is "yes", please explain at the end of this application form. A "yes" answer does not necessarily disqualify an applicant.)					
Yes No					

WORK HISTORY – PART A

A "yes" answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer "yes" to any of the following questions, please provide an explanation at the end of this application form.

1-	Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	Yes	No
2-	Have you ever been disciplined for attendance problems in your current or previous employment?	Yes	No
3-	Are there any gaps in employment in excess of thirty (30) days?	Yes	No
4-	Have you ever been employed by Door County?	Yes	No

EDUCATION & TRAINING

High School:

Highest Level Completed:	Name & Location of High School:	Graduated?
9 10 11 12 [GED/HSED]		Yes No

Education & Training Beyond High School:

Name & Location of Institution:	Major Field of Study:	GPA	Degree Conferred

· Relevant coursework:

· Additional skills and/or training:

· Professional licensures/certifications & Expiration Dates:

DRIVER'S LICENSE

Please refer to the position description for the position for which you are applying. **If business travel and/or driver's licensing is required, please complete this section.**

· Do you have access to an automobile?	Yes No
· Do you have a valid Wisconsin driver's license?	Yes No
· If the position requires, do you have a valid Wisconsin Commercial Driver's license (CDL)? If yes, please list endorsements:	Yes No
· Do you have, or can you make arrangements to obtain, insurance coverage meeting the County's minimum liability insurance requirements on your personal vehicle? (\$100,000 per person; \$300,000 per accident bodily injury; \$50,000 per accident property damage; or \$300,000 combined single limit)	Yes No
· List any moving violations within the previous five (5) years:	

PROFESSIONAL REFERENCES

Please provide us with four (4) references that would be able to describe your work abilities, qualifications, skills, and/or educational background. Please do not submit names of relatives, spouses, or significant others.

Name	Telephone #	Occupation	Nature of Relationship

WORK HISTORY – PART B

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had; include additional pages if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Door County to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax #):		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? Yes No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax#)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is this employer still in business? Yes No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax#)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is this employer still in business? Yes No
From:	To:				
Description of Duties:					

(For additional employers, please use a separate piece of paper or make a copy of this page)

EXPLANATION(S) / SUMMARY INFORMATION

REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)

Newspaper:	Employee:
Employment Agency:	Web Site:
Bulletin Board:	Professional Journal:
Walk-in:	Job Service:
Other:	

In order for your application to be considered, you must complete the
Employment Application Affidavit / Information Release.

DOOR COUNTY PERSONNEL DEPARTMENT USE ONLY

Date Received:

EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Door County. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen when required, and any other required examinations.

I understand that Door County may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Door County with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof

Name (Printed or Typed):

Signature:

Date:

OPEN RECORDS DISCLOSURE (OPTIONAL)

This section is optional: Under Section 19.36 (7) of the Wisconsin Statutes, the names of "final candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "final candidate" they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

Name (Printed or Typed):

Signature:

Date:

***THANK YOU FOR COMPLETING THIS APPLICATION AND
FOR YOUR INTEREST IN EMPLOYMENT WITH DOOR COUNTY***

DOOR COUNTY BACKGROUND CHECK & EQUAL EMPLOYMENT OPPORTUNITY INFORMATION DISCLOSURE FORM

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

The following information is needed for the following purposes:

- To complete various government reports and implement equal employment opportunity and affirmative actions programs.
- To monitor and prevent discrimination on the basis of race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.
- To facilitate and conduct the necessary background checks for pre-employment screening. These may include, but are not limited to the following: caregiver background checks; criminal records checks; driver's licensing checks; credential and educational verifications; and other necessary background investigations.

The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying. This document will not be kept with the employment application, and will not be shared with those individuals involved in the interview process. It shall be maintained as a confidential record of the Personnel Department.

Please Supply The Following Information					
Last Name:		First Name:		Middle Name	
Position Applied For:		Date of Birth:			
Maiden Name (If Applicable):		Social Security Number		Sex: Male / Female	
Race: (Please Check One)					
	American Indian/Native American (including Alaskan Natives)		African American or African origin		
	Asian		Hispanic/Latino		
	White not of Hispanic origin		Native Hawaiian or Pacific Islander		
	Other				
Disability:					
<p>The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities [such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, thinking or working], has a record of such an impairment, or who is regarded as having such an impairment.” Based on this definition, are you an individual with a disability?</p> <p style="text-align: right;">Yes No</p>					

The completion of the “Door County Background Check & Equal Employment Opportunity Information Disclosure Form” is voluntary, and there will be no adverse consequences for not completing this form.

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Status: Non-Exempt
Department: Library
EEO: 06 – Office/Clerical

Pay Grade: 20
Revision Date: 07/01/2013
HR Reviewed: 11/2013

General Summary

Under immediate supervision; performs routine clerical and physical tasks as required. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Sorts and shelves books and other library materials.
2. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
3. Meters and delivers outgoing mail.
4. Labels library materials.
5. Covers books or supervises volunteers covering books.
6. Repairs library materials.
7. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
8. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.
9. Checks out materials at the circulation desk and clears returned materials. Takes payment for overdue charges and records receipt on computer.
10. Issues library cards. Verifies and enters information in computer database.
11. Answers phone and directs calls to appropriate staff member.
12. Aids patrons in proper use of microfilm reader, photocopier, computers and simple audiovisual equipment.

General Job Functions

1. Other duties as assigned.

Reporting Relations

Reports to Head of Circulation or Branch Manager.

Training and Experience

High School graduate or student in good standing who is over 16 years of age.

Knowledge, Skills and Abilities Required

1. Ability to learn and use the library computer software.
2. Ability to relate in a tactful, courteous and friendly manner with the public and other staff.
3. Ability to read, comprehend, listen and communicate, both verbally and in writing.
4. Ability to perform repetitive tasks.
5. Ability to assess priorities in workflow.

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Physical and Working Conditions

1. Intermittent standing, walking, bending, stooping, climbing and sitting.
2. Ability to lift up to 35 lb. and pushing/pulling up to 25 lb. on an intermittent basis throughout the shift.
3. Reaching, handling, fingering, feeling.
4. Vision; near/far.
5. Speaking, hearing.

Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

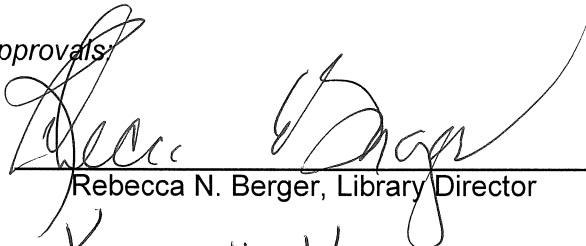
Equipment Operated

Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, typewriter, photocopier, reader/printer and scanner.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) – (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

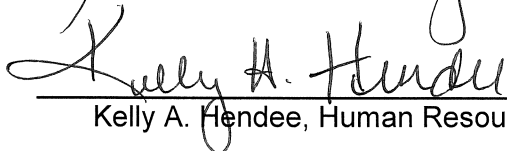
Approvals:



Rebecca N. Berger, Library Director

6-18-15

Date



Kelly A. Hendee, Human Resources Director

6/19/15

Date